

UNOFFICIAL

MINUTES OF MEETING

RHODE ISLAND AIRPORT CORPORATION

OPERATIONS AND CAPITAL COMMITTEE MEETING

Wednesday, October 13, 2004

4:00 p.m.

**in the Mary Brennan Board Room, T. F. Green Airport, Warwick,
Rhode Island**

The meeting of the Rhode Island Airport Corporation (“Corporation”) Operations and Capital Committee was called to order by Chairman, James Forte, at 4:00 p.m. in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.

COMMITTEE MEMBERS PRESENT: James Forte, Robert Sangster.

COMMITTEE MEMBER ABSENT: Joseph Cianciolo.

ALSO PRESENT: Laurie Cullen, Senior Vice President, Engineering, Planning and Environmental; Brian Schattle, Chief Financial Officer; and those individuals listed on the attendance sheet attached hereto.

1. Approval of the Minutes: Mr. Sangster moved that the minutes of

the Operations and Capital Committee Meeting of September 8, 2004 be approved. Mr. Forte seconded the motion. The motion was passed unanimously.

2. Report from Chair, Operations and Capital Committee:

There was no report.

3. Discussion Item:

(a) Update on Airport Projects.

Ms. Cullen gave an overview of ongoing projects, and reported that there will be a report next month on vegetation control. There are also some outstanding maintenance issues in Garage A that are being handled by staff.

4. Action Items:

(a) Consideration of and Action Upon Professional Services Agreement for Design Phase Services for the Rehabilitation of Taxiway 'W' at Quonset Airport.

Ms. Cullen gave an overview of this project.

A motion was made by Mr. Sangster and seconded by Mr. Forte to

approve the following resolution:

WHEREAS, the Rhode Island Airport Corporation issued a Request for Proposals (RFP) on August 18, 2004 to provide design and construction management services for the rehabilitation of Taxiway 'W' at Quonset Airport; and

WHEREAS, a Consultant Selection Committee received and acted upon the proposals received from five (5) firms; and

WHEREAS, the Consultant Selection Committee ranked Edwards & Kelcey as the top firm followed by Hoyle Tanner and Associates to perform design services associated with this project; and

WHEREAS, this Professional Services Agreement (PSA) will be initially funded through the General Purpose Fund with 95% (\$145,350) reimbursement from the FAA upon acceptance of a federal grant offer, which is expected during Calendar Year 2005.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee hereby recommends that the President and CEO negotiate and execute a Professional Services Agreement (PSA) with Edwards & Kelcey or Hoyle Tanner and Associates to provide design services for the Rehabilitation of Taxiway 'W' at Quonset Airport, in

an amount not-to-exceed \$153,000, subject to Board approval.

The motion was passed unanimously.

(b) Consideration of and Action Upon Professional Services Agreement for Design Phase Services for the Rehabilitation of Runway 5-23 at North Central Airport.

Ms. Cullen gave an overview of the project.

A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:

WHEREAS, the Rhode Island Airport Corporation issued a Request for Proposals (RFP) on August 18, 2004 to provide design and construction management services for the rehabilitation of Runway 5-23 at North Central Airport; and

WHEREAS, a Consultant Selection Committee received and acted upon the proposals received from five (5) firms; and

WHEREAS, the Consultant Selection Committee ranked Edwards & Kelcey as the top firm followed by Hoyle Tanner and Associates to perform design phase services associated with this project; and

WHEREAS, this Professional Services Agreement (PSA) will be

initially funded through the General Purpose Fund with 95% (\$262,200) reimbursement from the FAA upon acceptance of a federal grant offer, which is expected during Calendar Year 2005.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee hereby recommends that the President and CEO negotiate and execute a Professional Services Agreement (PSA) with Edwards & Kelcey or Hoyle Tanner and Associates to provide design phase services associated with the Rehabilitation of Runway 5-23 at North Central Airport, in an amount not-to-exceed \$276,000, subject to Board approval.

The motion was passed unanimously.

(c) Consideration of and Action Upon Consultant Contract Amendment Related to Phase 5 of the Voluntary Land Acquisition Program at T. F. Green Airport and the Easement Acquisition for Off-Airport Obstruction Removal at North Central, Newport, and Westerly Airports AND Consideration of and Action Upon Approval of an Unbudgeted Capital Improvement Program (CIP) Project.

Ms. Cullen gave an overview of this project and reported that there would be no discussion of the contract amendment for Phase 5 of the Voluntary Land Acquisition Program at T. F. Green Airport, therefore, this item will be amended and reworded for inclusion in the Board

package. Ms. Cullen reported this was an informational item for the Committee, and there will be a formal request for the Board to authorize the President and CEO to negotiate and execute a contract amendment with O. R Colan Associates to provide services related to easement acquisitions for off-airport obstruction removal at North Central, Newport and Westerly Airports which will be presented at the Board Meeting on October 20, 2004.

(d) Consideration of and Action Upon Award of Contract for the Procurement of Three (3) Four-Wheel Drive Pick-Up Trucks with Plows.

Mr. Schattle gave an overview of this item indicating that the Corporation issued an Invitation for Bids (IFB) for this acquisition and five (5) bids were received in response to the solicitation. The low bidder, Colony Ford, was determined to be both responsive and responsible. Mr. Schattle noted that the three (3) vehicles were included in the approved FY 2005 budget for MII projects and are included in the current year landing fee calculations for the airlines.

A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:

WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and

WHEREAS, it has been determined that there is a need for three (3) four (4) wheel drive pick-up trucks with plows; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget which provides funding for this purchase through its Operating Capital budget; and

WHEREAS, in September 2004, the Corporation issued an Invitation for Bids (IFB) for three (3) four (4) wheel drive pick-up trucks with plows; and

WHEREAS, five (5) submissions were received in response to the solicitation; and

WHEREAS, in compliance with RIAC Procurement Rules, the submissions were evaluated to determine both responsiveness and responsibility; and

WHEREAS, as a result of this evaluation, the recommendation is to award the contract to Colony Ford, Warwick, Rhode Island.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee hereby authorizes the President and CEO to award the contract to Colony Ford, Warwick, Rhode Island, in the

amount of \$95,200 for the acquisition of these vehicles, subject to Board approval.

(e) Consideration of and Action Upon Extension of the Service and Maintenance Contract for the Odor Control System at T. F. Green Airport.

Mr. Schattle gave an overview of this item explaining that the request is to extend the Aquest contract for the operation and maintenance of the odor control system at T. F. Green Airport for the third and final year.

A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:

WHEREAS, RIAC in accordance with its Procurement Regulations issued a request for proposals for the installation, operation and maintenance of an odor control system at T. F. Green Airport; and

WHEREAS, it has been determined that there is a need for odor control maintenance services at T. F. Green Airport; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services through its Operating and Maintenance (O & M) budget; and

WHEREAS, a contract was awarded to Aquest for a one (1) year period with the option for two (2) additional one (1) year extensions at the option of RIAC; and

WHEREAS, An agreement was reached with Aquest for the financial terms of the third year of service; and

NOW THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee hereby authorizes the President and CEO to execute a contract amendment with Aquest for a not-to-exceed amount of \$45,500 to provide odor control maintenance services at T. F. Green Airport, subject to Board approval.

(f) Consideration of and Action Upon Task Order Number 14 to the “On-Call” Airport Consultant Contract.

Mr. Schattle gave an overview of this item and reported that the request is for the Committee and Board to approve the issuance of Task Order Number 14 to the Ricondo and Associates Inc., (Ricondo) consultant contract for Fiscal Year 2005 parking consultant services. Mr. Schattle noted that over the past two (2) years Ricondo has assisted RIAC with strategic, analytical and research projects. Task

Order Number 14 will authorize Ricondo to continue to perform services related to parking demand and revenue analysis. Mr. Schattle also gave the Committee an overview of operations in Garage "B" which is now being controlled by RIAC.

A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:

WHEREAS, the Board of Directors approved the selection of Ricondo and Associates as Airport Consultants at the March 2002 Board of Directors meeting; and

WHEREAS, Ricondo and Associates has assisted RIAC with strategic parking analysis and rate structure reviews over the past two (2) years; and

WHEREAS, it has been determined that there is a need to continue strategic parking and rate structure reviews and research projects in support of the Rhode Island Airport Corporation's goals and objects; and

WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services through its Operating and Maintenance (O & M) budget.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee authorize the President and CEO to execute Task Order 14 to the Ricondo and Associates contract in an amount not-to-exceed \$100,000, subject to Board approval.

The motion was passed unanimously.

(g) Consideration of and Action Upon Extension of the Professional Services Contract for Marketing and Public Relations.

Mr. Schattle gave an overview of this item and there was discussion on the feasibility of paying a retainer for these services versus utilizing an hourly rate. Mr. Schattle reported that this issue had already been discussed by staff and would require further analysis.

A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:

WHEREAS, in November 2002, the Corporation entered into a contract with the RDW Group, Inc. for marketing and public relations services; and

WHEREAS, the contract term was for a one-year term with two optional one-year renewals; and

WHEREAS, the second year of the contract term is nearing

completion; and

WHEREAS, the recommendation is to extend the contract for the third and final year; and

WHEREAS, the current FY 2005 total Professional Services budget for these services is \$72,000 and additional funds as required have been included in the Advertising, Marketing, and Printing line items of the Operations & Maintenance (O & M) budget.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee hereby authorizes the President and CEO to execute a one (1) year contract with RDW Group, Inc. for a not-to-exceed amount of \$72,000 to provide Public Relations and Marketing Services, subject to Board approval.

The motion was passed unanimously.

(h) Consideration of and Action Upon the Continuation of the Temporary Management Agreement for Garage B at T. F. Green Airport.

Mr. Schattle gave an overview of the operation of Garage “B”, which included a breakdown of the revenues received since RIAC took over operation of the garage. Mr. Schattle reported that ProPark America

Inc., has a temporary management agreement with RIAC to manage the operations of Garage “B” and the request is that the Committee and Board authorize the President and CEO to continue the temporary management agreement with ProPark America, Inc., in an amount not to exceed \$120,000 or a term in excess of six (6) months.

A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:

WHEREAS, Garage “B” was underutilized and it was determined that it was in the best interest of RIAC and its patrons to open the Garage as a daily parking garage as quickly as possible in a safe, efficient and effective manner; and

WHEREAS, ProPark was determined to have the qualifications to provide the services necessary to operate this garage; and

WHEREAS, a determination was made that the “Supplemental Services” Provision, Section 8.1.3, of the RIAC Procurement Rules would allow entering into a temporary management agreement with ProPark for the duration of the term required to complete a formal procurement process; and

WHEREAS, the revenues derived from Garage “B” will be used to fund the expenses of this contract; and

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee authorize the President and CEO to award temporary management agreement to ProPark America, Inc in an amount not-to-exceed \$120,000 or a term in excess of six (6) months, subject to Board Approval.

5. Executive Session:

(a) Discussion Related to Safety and Security – R.I.G.L. § 42-46-5(a)(3).

There was no Executive Session.

6 Future Meetings:

The next Operations and Capital Committee Meeting is scheduled for Wednesday, November 8, 2004 at 4:00 p.m., in the Mary Brennan Board Room, at T. F. Green Airport.

7. Adjournment:

Mr. Sangster moved to adjourn at approximately 4:13 p.m. Mr. Forte seconded the motion. The motion was carried by acclamation.

Respectfully submitted,

James Forte, Chairman

Rhode Island Airport Corporation

Operations and Capital Committee

ATTENDANCE SHEET

RHODE ISLAND AIRPORT CORPORATION

OPERATIONS AND CAPITAL COMMITTEE MEETING

OCTOBER 13, 2004

NAME	AFFILIATION
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Doug Dansereau	RIAC
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William Steinkamp	RIAC
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Joe DaSilva	RIAC
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Brenda Pope	RIAC
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Dave Edwards	RIAC
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Liz DeMarco	RIAC
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Laurie Sirois	RIAC
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